Instructions for Forms DMT-890 and DMT-891

DMT-890 page 1 and 2, DMT-891 page 1 and 2, and DMT-115 Budget Form page 1 & 2 are six individual worksheets within one Excel file. Worksheet DMT-890 Page 1 is the responsibility of the contracting division to complete. Worksheet DMT-890 Page 2 is to be completed by Program and Federal Accounting Section (PFA) or Community Aids Unit (CAU) in BFS. Worksheet DMT-891 Page 1 and Page 2, Listing of Expected Contracts, are to be completed by the contracting division. Operating Budget Form DMT-115 worksheet page 1 and page 2 contains FMS budget transactions and is to be completed by PFA, CAU or the contracting division. To use auto-fill feature, you must use online worksheets. Otherwise, it is necessary to key information in all fields.

Instructions for Completion of Form DMT-890

Profile Expense Budget Summary (worksheet DMT-890 Page 1)

FIELD NAME	INSTRUCTIONS
CARS Log Number	Log number assigned by CARS Unit.
Contract Period	Enter beginning and ending date of contract (MMDDYY)
Type of Contract	Identify whether contract is new, change of time, and/or change of amount.
Program Name	(optional) Identify program name, i.e, CSBG, rather than program as identified on CARS that refers to program providing funds
Contracting Division	Check box identifying division responsible for issuing contracts.
Profile ID Number	Enter CARS Profile ID number (maximum six characters).
Profile Name	Enter CARS Profile Name (maximum 25 characters) as it appears on CARS reports.
Funding Source/FMS	Enter as much FMS coding as you know. Appn: 3 digit FMS appropriation code FMS Budget Account: 6 digit summary budget account Center: 10 digit FMS appropriation center (4 digit sublevel 1 & 2, 3 digit project, 3 digit Responsibility Area code) Amount: Total funds to be budgeted for this prepacket. Comments: If needed, use for additional information. Funding Source (D*)—Enter the Appropriation, Project, and R/A the funding source came from. BFS needs to know which funds the program plans to use for the contracts in order to reserve budget and ensure sufficient funding. This may be done either by: (a) specifying the program funds to be used , or (b) specifying the appropriation and center (project) codes, breaking funding between which is current and which will be available (for example a subsequent state or federal fiscal year).
Total of All Funds	Excel calculated.
Purchasing RGA/RIA/RPA Number	Enter the number of: - Request for Granting Authority, or - Request for Interagency Agreement, or - Request for Purchasing Authority.
Purchases & Services Section Date and Initials	To be completed by Purchases & Services Section staff, indicating whether the request for authority or agreement is in process or has been received. Date & initials of staff approval.
Division Contact Telephone Number Date Prepared	Name of person to be contacted if there are questions. Phone number. Date form prepared/submitted.

Instructions for Completion of Form DMT-890, Page 2

Profile Expense Budget Summary (worksheet DMT-890 Page 2 to be completed by BFS)

FIELD NAME	INSTRUCTIONS
Division	(optional).
Profile Name (max 25 characters) Profile ID Number (max 6 char.) Type of Contract CARS Log Number Contract Period – beginning and end date	In the Excel workbook, the entry for these fields on DMT-890 Page 1 will be auto-filled here.
Has the funding split changed?	Indicate whether or not the funding percentages have changed.
BFS Approval Date	Approval to be completed by BFS accountant.
Budget Document Number	This field will be auto-filled from Operating Budget Form worksheet*.
Funding Table Detail	Required field. FMS coding to be provided by BFS accountant. If future project number is undetermined, put TBD in project field and list code string in this area. Appn: 3 digit FMS appropriation code Funding Period (From/To): Format is MMDDYY. Dates identifying the beginning and ending date for each funding segment of the contract. Center: 10 digit FMS appropriation center (4 digit sublevel 1 & 2, 3 digit project, 3 digit Responsibility Area code) Amount: Amount for each funding segment of the contract.. Comments / BFS Initials: If needed, use for additional information. Initials of approving BFS accountant(s).
CARS Voucher Table Coding Detail	Used for payment lines on the CARS vouchers. Appn: 3 digit FMS appropriation code Voucher Table Account: Five digit code as identified on **CARS FUNDING GUIDE**. Center: 10 digit FMS appropriation center (4 digit sublevel 1 & 2, 3 digit project, 3 digit Responsibility Area code) SL3: Sublevel 3 coding. Percent of all Funds: Total funding percentage for each known appropriation/center code string. Do not list code strings where a part of the string is undetermined. Comments / BFS Initials: If needed, use for additional information. Initials of approving BFS accountant(s).

*The Excel version of the Operating Budget Form (DMT-115) is included in this release as Attachment 11.

Instructions for Completion of Form DMT-891

Listing of Expected Contracts (worksheet DMT-891 Page 1)

Worksheet DMT-891 Page 1 and Page 2, Listing of Expected Contracts, are to be completed by the contracting division.

FIELD NAME	INSTRUCTIONS
Contracting Division Type of Contract Program Name CARS Log Number Contracting Period Profile ID Number Profile Name	In the Excel workbook, the entry for these fields on DMT-890 Page 1 will be auto-filled here.
CARS Approval Date CARS Initials	Approval to be completed by BFS CARS staff
Agency Name	Completed by contracting division. Enter legal name of provider.
Agency Number (max 10 characters)	Completed by contracting division. Must be an approved vendor in FMS. If not in FMS, request vendor set-up through BFS Vendor Coordinator.
Agency Type (max 25 characters)	Completed by contracting division. Refer to agency type chart on **CARS FUNDING GUIDE***. The year listed on the chart represents the calendar year that the contract expires.
New or Original Contract Amount (A)	Completed by contracting division. Total amount of contract for specific Profile ID. Enter whole dollar amounts.
Contract Change Amount (+-)(B)	Completed by contracting division. If a change is being made to the contract amount, indicate whether it is an increase (+) or a decrease (-). Enter whole dollar amounts.
Total Contract Amount (A +/- B)	Excel calculation based on column A plus/minus B.
Total from Page 1	Excel calculated
Totals from Page 2	Excel calculated
Grand Total	Excel calculated
Division Contact Telephone Number Date Prepared	In the Excel workbook, the entry for these fields on DMT-890 Page 1 will be auto-filled here.

Supplemental Listing of Expected Contracts (worksheet DMT-891 Page 2)

If additional lines are required, use worksheet DMT-891 Page 2.
Contract information at top of the form will be auto-filled from Page 1.

Listing of Expected Contracts (DMT-891-CO)
For convenience, this worksheet is pre-filled with county and board information.

*CARS Funding Guide is included as Attachment 12.